

Didja Know?



- Did you ever want to know what's the status of your travel Authorization/Order?
- Well, help is here.
- Follow these instructions and you can solve the “mystery”.

[Help for this screen](#)



Defense Travel System

A New Era of Government Travel

Logoff

Official Travel ▼ Official Travel Others ▼ Traveler Setup ▼ Reports ▼ Administrative ▼

Authorizations/Orders

Vouchers

Local Vouchers

Group Authorizations/Orders

THY G CLARK

DA180KSAHRO

Org Access: DA180KSA

Group Access: KSA

Permission: 0,1,2,3,4,5

Documents Awaiting Your Approval --> [Click Here](#)

My Signed Documents

Document Name	Current Status	Departure Date	Type
		09	AUTH
		09	AUTH

Message Center

**** UPDATE **** The OCONUS mileage calculation using the Defense Table of Official Distances (DTOD) link in DTS is now correctly calculating the distance between OCONUS locations. Travelers who used a private vehicle at OCONUS TDY/TAD locations after 3 April 2009 and have filed vouchers may need to amend their voucher for reimbursement of the full amount for mileage driven. If you were not reimbursed correctly, you should amend your voucher by removing the original mileage expense. Using the DTOD link, recalculate your mileage and enter

Log on to DTS. Click on Official Travel then Authorizations/Orders

Locate the trip you are checking on. Click "view"

Local Vouchers

View Group Authorizations

Vouchers

Below is a list of your vouchers. Please select the appropriate function which corresponds to the Voucher with which you wish to work.

> [Create New Voucher From Authorization/Order](#)

Existing Vouchers

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
DCSALINAKS032309_V01	03/23/09	ARCHIVE ACCEPTED	0UVC7P	> view	> print		> amend
DCRENONV111708_V01	11/17/08	ARCHIVE IMAGE ACCEPT	0TZJ2R	> view	> print		> amend
CLITTLEROCKA072208_V01	07/22/08	ARCHIVE IMAGE ACCEPT	0T5HK0	> view	> print		> amend
DCCOLUMBUSOH061508_V01	06/15/08	ARCHIVE IMAGE ACCEPT	0SV6QR	> view	> print		> amend
DCSAVANNAHGA051208_V01	05/12/08	ARCHIVE IMAGE ACCEPT	0SOXUW	> view	> print		> amend
DCATLANTAGA042008_V01	04/20/08	ARCHIVE IMAGE ACCEPT	0SERI5	> view	> print		> amend

Logged In As: D

Traveler Name: D

Screen ID: 1008.1

[Close Window](#)

[Help for this screen](#)



**If you get this screen –
Do NOT uncheck the block**

View-Only

Click OK to open this travel document. If you uncheck VIEW-ONLY, you will be prompted for signature to go into adjustment for the document.

Open Document VIEW-ONLY: ☒

OK

Cancel

Screen ID: 1064.2

[Close Window](#)
[Help for this screen](#)

Click on "Digital Signature"

Accounting Additional Options Review/Sign
Auths. Pre-Audit Digital Signature

Print Document

Review the details for this trip below. When you have finished proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Reference Information

Reference:

Document Comments

Comments to the Approving Official:

None

Comments from the Travel Agent:

None

The use of a Government-Contracted Commercial Travel Office (CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

Other Trip Information

Trip Type: AA-ROUTINE TDY/TAD

Pending Routing Actions

Awaiting Status Change To	By	Level

Document History

Status				
CREATED				
SIGNED				
REVIEWED				
REVIEWED				
REVIEWED				
AUDIT PASS				
APPROVED				
PAY LINK				
OBLIG SUBMITTED				
POS ACK RECEIVED				
VOUCHER SUBMITTED	08/01/08	1642	Pay Mod Generated	By XML Proc
PAID	08/04/08	2322	Pay Mod Generated	DOV Number: T1635619 Disbursing Station Number: 3801 Trace/Check Number: 102036558207556 Total Payment Amount: \$1097.82 Amount Paid to Traveler: \$362.10

**If this box is blank the
Authorization is approved.**

You need to PRINT it.

**If YOUR name is there, that
means you never actually
SIGNED it. It is waiting on YOU!**

**If there is a someone else's name
here, it is awaiting for that person to
Review or Approve.**

, KS DTOD To:
D From: 66605
5 Topeka, KS

Payment Module

[g Details](#)



Ta-Da!

And now you know
the exact status of your
Authorization/Order

It's 10:00 pm. Do you know where YOUR order is?